

Guide to the Rule of 3-2-1 (or “Rule of 3”)

The Rule:

- Always have **3 digital copies** of anything you really care about
- Use **2 types of backup media**
 - Hard drive
 - Tape
- **At least 1 Copy** should be stored offsite

What is Backup media?

- A hard drive (local, network, USB or thumb drive, or cloud)
- Tape
- DO NOT rely on CD-R or DVD-R as a backup

Catalog your library's important data here:

Directory, File, or Group of Files

File types

(Example) Library Strategic Plan

.pdf

Directory, File, or Group of Files

File types



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Directory, File, or Group of Files	File types	Directory, File, or Group of Files	File types



Choose one file to use as an example

File/Directory or Collection	Copy 1	Copy 2	Copy 3
<i>Example: Library founder's oral history interview recording—original 1978 cassette tape has been digitized and stored on CD-R</i>	Location: <i>Digital file on Director's laptop</i>	Location: <i>Digital file on Director's laptop; laptop is backed up to USB drive in office</i>	Location: <i>Digital file on Director's laptop; laptop is automatically backed up to crashplan</i>
	Media Type: <input checked="" type="checkbox"/> Local <input type="checkbox"/> Network <input type="checkbox"/> Cloud <input type="checkbox"/> USB drive (big) <input type="checkbox"/> USB drive (small) <input type="checkbox"/> Tape *DO NOT rely on CD-R or DVD-R	Media Type: <input type="checkbox"/> Local <input type="checkbox"/> Network <input type="checkbox"/> Cloud <input type="checkbox"/> USB drive (big) <input checked="" type="checkbox"/> USB drive (small) <input type="checkbox"/> Tape *DO NOT rely on CD-R or DVD-R	Media Type: <input type="checkbox"/> Local <input type="checkbox"/> Network <input checked="" type="checkbox"/> Cloud <input type="checkbox"/> USB drive (big) <input type="checkbox"/> USB drive (small) <input type="checkbox"/> Tape *DO NOT rely on CD-R or DVD-R
	Local or Remote? <input checked="" type="checkbox"/> On-site Location(s): <u>laptop</u> <input type="checkbox"/> Off Site Location: _____	Local or Remote? <input checked="" type="checkbox"/> On-site Location(s): <u>Thumb drive</u> <input type="checkbox"/> Off Site Location: _____	Local or Remote? <input type="checkbox"/> On-site Location(s): _____ <input checked="" type="checkbox"/> Off Site Location: <u>Crashplan</u>
File/Directory or Collection	Copy 1	Copy 2	Copy 3

Try with your file:	Location:	Location:	Location:
	Media Type: <input type="checkbox"/> Local <input type="checkbox"/> Network <input type="checkbox"/> Cloud <input type="checkbox"/> USB drive (big) <input type="checkbox"/> USB drive (small) <input type="checkbox"/> Tape <i>*DO NOT rely on CD-R or DVD-R</i>	Media Type: <input type="checkbox"/> Local <input type="checkbox"/> Network <input type="checkbox"/> Cloud <input type="checkbox"/> USB drive (big) <input type="checkbox"/> USB drive (small) <input type="checkbox"/> Tape <i>*DO NOT rely on CD-R or DVD-R</i>	Media Type: <input type="checkbox"/> Local <input type="checkbox"/> Network <input type="checkbox"/> Cloud <input type="checkbox"/> USB drive (big) <input type="checkbox"/> USB drive (small) <input type="checkbox"/> Tape <i>*DO NOT rely on CD-R or DVD-R</i>
	Local or Remote? <input type="checkbox"/> On-site Locations: _____ <input type="checkbox"/> Off Site Location: _____	Local or Remote? <input type="checkbox"/> On-site Locations: _____ <input type="checkbox"/> Off Site Location: _____	Local or Remote? <input type="checkbox"/> On-site Locations: _____ <input type="checkbox"/> Off Site Location: _____

Do your file and it's back-ups fit the rule of 3? (Check each box)

- ☐ Always have 3 digital copies of anything you really care about
- ☐ Use 2 types of backup media
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